

A ADMINISTRATIVE SUPPORT TEAM MEMORANDUM

Vientiane, Laos

73-006

Number _____



September 29, 1972

SUBJECT: Sale of Personal Effects and Conversion of Proceeds Upon
Departure from Post

When departing Post on transfer an American employee may sell personal effects imported duty free into Laos and convert Lao currency generated by that sale under the procedure outlined below. In accordance with FAMC 378, February 1, 1966 no employee may realize a profit from sale of personal effects. Proceeds of sale in excess of purchase price, and personally paid handling/shipping costs, will be contributed by the employee-seller in accordance with FAMC 378, Para 8.

1. The employee will use Form EV-1 to obtain permission for sale of property from the Personal Property Board.

2. Personal property must first be offered for sale to U.S. citizens/employees/contractors and members of other Diplomatic Missions who have foreign currency bank accounts and are entitled to duty-free privileges.

a. When the item is sold to an individual within that group, payment will be made in dollars. Form EV-1 on all items except vehicles will be completed and returned to the office of the employee's representative on the Personal Property Board. Bill of Sale and Form EV-1 covering sale of vehicle must be sent to the office responsible for registering and obtaining license plates for the vehicle. That office will forward those documents to the office of the employee's representative on the Personal Property Board.

b. In the event that the proceeds of sale reflect a profit, the employee will be expected to contribute that profit in accordance with FAM 378.

DIST:

Embassy - 100
USIS - 15

USAID - B & E
ARMA/AIRA - 60

Air America - 300
CASI - 80

3. If, after a reasonable period, the item has not been purchased by anyone in the diplomatically-privileged group, it may be sold for kip to an individual who does not have those privileges. Upon completion of sale, the employee will bring original bills of sale, importation documents, and necessary copies of Form EV-1, together with Royal Lao Government customs endorsements indicating that all taxes have been paid, to the Administrative Counselor of the Embassy.

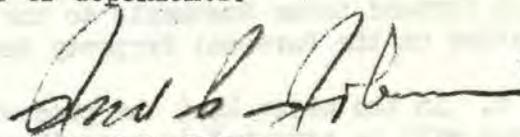
4. The Administrative Counselor, or, in his absence, the Embassy Administrative Officer, will review all acquisition and sale documentation. If the documentation is in order he will approve conversion of kip to dollars.

5. The employee will then present the authority to convert currency to the U.S. Disbursing Officer (USDO), Room 110, in the new office building at the Chancery Compound.

6. The USDO will then issue a document to the employee authorizing the Banque de L'Indochine to accept kip generated by sales for deposit in the U.S. Embassy account at that bank. Upon presentation of the deposit receipt from the Bank, a U.S. dollar Treasury check will be issued to the employee. At that time the bill of sale will be processed in accordance with Para. 2(a) above.

7. In the event that proceeds of sale reflect a profit, the Disbursing Officer will issue to the employee one Treasury check in the amount of his acquisition cost and a check or checks, for the remainder of the proceeds, made payable to the recipient(s) of the employee's choice in accordance with FAM 378, Para 8.

8. N.B. Employees should ensure that there is sufficient time to complete deposit transaction prior to departure from post. Employees are advised also that only one such conversion and deposit will be authorized and that only to the employee. Dependents will not be authorized to convert kip to dollars, unless an employee is officially ordered to leave post in advance of dependents.



Reed P. Robinson
Chairman